Reflect, Prepare, Act
Strategic Planning for Future School Closures
Due to COVID-19
Kate Wright, Chair of Reopening Task Force, Arizona Department of Education
Jim Lee, Arizona Department of Education
Superintendent Robbie Koerperich, Holbrook Unified School District
Tracey Benson, Arizona School Boards Association

Moderator: Mark Joraanstad, Arizona School Administrators
"Roadmap for Reopening" Overview
Reflect, Prepare, Act

- Evaluate Spring 2020 campus closures, focusing on continuity of teaching and learning and other essential LEA functions.

- Collaboratively develop a COOP to be followed if sudden campus closures are necessary in 2020-2021.

- Communicate the plan – including criteria for closure – early and often!
Timeframe for planning

NOW
(no pressure)
Reflect / Evaluate

Evaluate Spring 2020 campus closures, focusing on continuity of teaching and learning and other essential LEA functions.

- WHO
- HOW
- WHAT

What went right? Where do we need to improve?
### Developing a Continuity of Operations Plan (COOP)

<table>
<thead>
<tr>
<th>Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delegate Authority / Identify a COOP Leader</td>
</tr>
<tr>
<td>Define Essential Functions</td>
</tr>
<tr>
<td>Communications Continuity</td>
</tr>
<tr>
<td>HR + Staffing Management</td>
</tr>
<tr>
<td>Vital Records Access</td>
</tr>
<tr>
<td>Alternate Locations/Facilities (virtual?)</td>
</tr>
<tr>
<td>Reconstitution</td>
</tr>
</tbody>
</table>

Traditional COOPs have nine elements. The “Roadmap to Reopening” does not address plans for decentralization of operations or succession planning.
Identifying Essential Functions/Services

Essential functions have one or more of these attributes

• Has direct, immediate effect in preventing loss of life, personal injury or loss of property
• Is essential for teaching and maintaining the educational environment
• Provides vital support to essential function(s) of another department
• Is required by law
• Must be continued under all circumstances
• Cannot suffer a significant interruption
Considerations Related to Essential Functions

- Teaching and Learning
- Technology (Access and Devices)
- Finance, Procurement and Payroll
- Food Services
- Transportation
- Medical, Mental and Behavioral Health Services
- Human Resources and Staffing
- Communications (Internal and External)
- Facilities Maintenance and Use
Considering Non-Essential Functions

Will any non-essential services be provided during campus closures?

Examples include:
- After-school enrichment activities
- Childcare
- Sports
- Professional development
- Community relations, including facility use
Successful Deployment of the COOP

What preparation is necessary to ensure the successful deployment of the COOP should facility closure and a sudden shift to remote learning be necessary?

• Training for essential personnel on activating their functions
• Training/professional development for instructional staff
• Student, family and community information/data
• Policies and procedures
• Materials, equipment, apps/software
• Partnerships
• Consider the roles and responsibilities of non-essential staff.
Communicating Well Is Essential!

Maintaining the trust and confidence of students, families and the community in a crisis is essential.

• What do stakeholders need to know?
• When do they need to know it?
• What tools or platforms will enable you to reach them effectively?
School Health & Safety

School Emergency Preparedness

The Arizona Department of Education is committed to working in partnership with districts and schools across the state to develop and maintain emergency operations plans (EOPs) that can keep our children safe.

NEW! Continuity of Operations Plan (COOP) Template

- 2020 ADE Continuity of Operations Plan Template
- ADE Essential Function Tracker Spreadsheet
- 2016 ADE Continuity of Operations Plan Guidelines

https://www.azed.gov/shs/sep/
Questions?